

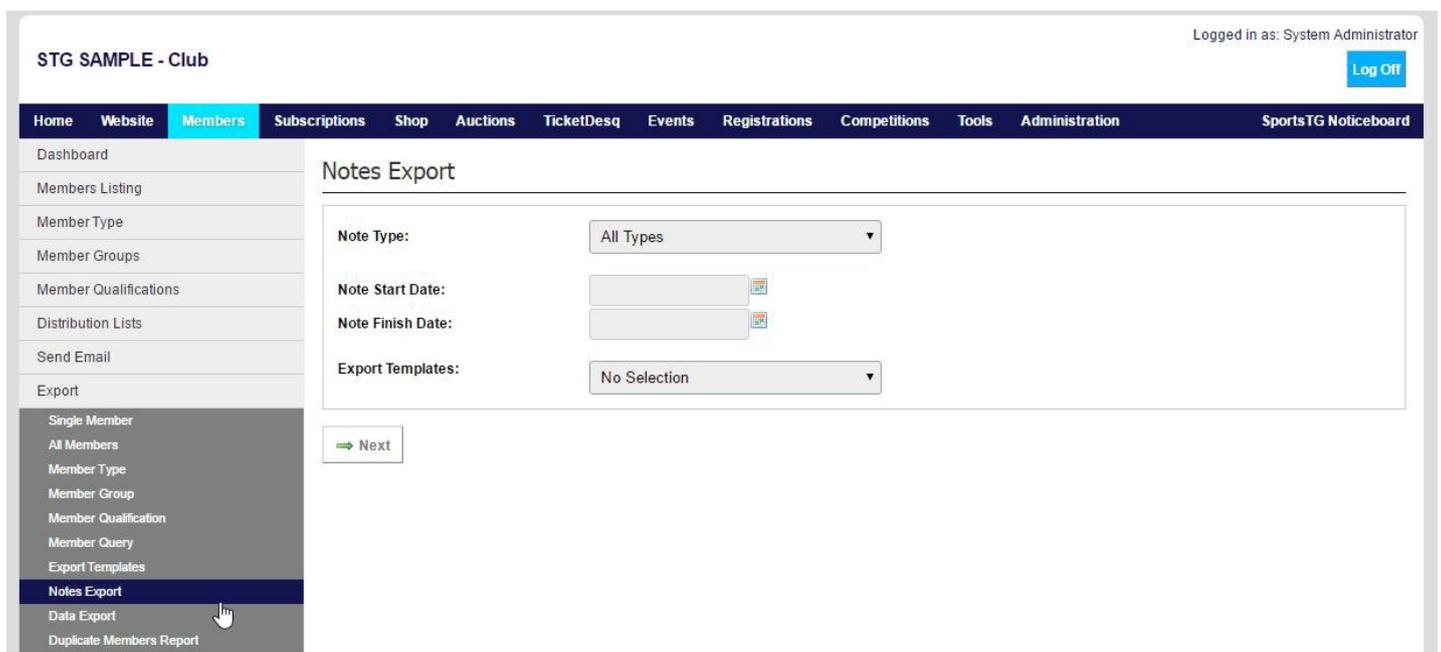
Exporting Notes

Last Modified on 14/09/2016 4:43 pm AEST

Quick Steps: Members > Export > Notes Export

Notes allow you to track additional comments and information with a member's record. You can view notes in the member record, or you can export all members who have a note with a certain Note Type using the Notes Export.

1. Within the Management Console, select **Members** from the top menu, then **Export** from the left menu.
2. Click **Notes Export** from the expanded left menu.
3. Select the required **Note Type** from the dropdown menu, as well as selecting a date range that the notes were created on, if applicable.



The screenshot shows the Management Console for 'STG SAMPLE - Club'. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar menu is expanded to show 'Export' options, with 'Notes Export' selected. The main content area displays the 'Notes Export' form with the following fields:

- Note Type:** A dropdown menu set to 'All Types'.
- Note Start Date:** A date input field with a calendar icon.
- Note Finish Date:** A date input field with a calendar icon.
- Export Templates:** A dropdown menu set to 'No Selection'.

A 'Next' button is located below the form fields.

4. Select an **Export Template**, or leave on Select Export Template to export all fields. Click **Next**.
5. Click **Export** to export the file out into Excel or your spreadsheet program.

Related Articles

[template("related")]